

APRIL 1992

Attachment 4.40-C
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OMB No.:

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

State/Territory: New Jersey

ELIGIBILITY CONDITIONS AND REQUIREMENTS

Procedures for Scheduling and Conduct of Standard Surveys

The State has in effect the following procedures for the scheduling and conduct of standard surveys to assure that it has taken all reasonable steps to avoid giving notice.

The following pages set forth the procedures established by the New Jersey Department of Health to comply with federal regulations.

OFFICIAL

TN No. 93-8
Supersedes
TN No.

Approval Date JUN 11 1997 Effective Date JAN 01 1993

HCFA ID: _____

New

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

State/Territory: NEW JERSEY

SCHEDULING FEDERAL SURVEYS

POLICY

Each federally certified long term care facility must be surveyed for compliance with the appropriate federal regulations. The facilities will be surveyed in accordance with a flexible survey schedule. The maximum time span between a facility's certification survey is fifteen months, with a statewide average of twelve months. All surveys are unannounced.

PROCEDURE

1. The flexible survey schedule is developed for each facility based on the deficiencies of the current survey. For example, if a facility has minimal deficiencies, the survey schedule may be fifteen months. If a facility has serious deficiencies, the survey schedule may be six months.
2. The surveys are scheduled by the 10th day of the previous month in accordance with the flexible survey schedule for each facility.
3. Schedules are to be coordinated with the team sharing the same pharmacist (or dietitian). Avoid scheduling two surveys back to back. Allow an office day to write up deficiencies within 6 calendar days of the last day of the survey. Do not schedule surveys in a fashion that prevents team members from writing up deficiencies prior to vacations, etc.
4. The length of the survey is to be based on the size of the facility, resources available and travel time.
5. Typed schedules are to be distributed no later than the 10th day of the month prior to the survey. Schedules should also project the surveys anticipated for the following month. Copies of the schedules are to be distributed only to appropriate personnel.
6. Schedule changes are to be avoided and should be made only with the approval of the Coordinator. All individuals involved in the survey must be notified of the change. If a member of another agency is to accompany the team on the survey, this individual must also be notified.

OFFICIAL

93-8-MA (NJ)

TN 93-8 Approval 11/10/93 JUN 11 1997
 Supersedes TN New Effective Date JAN 01 1993

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7. As noted above, all schedules must be coordinated with sister team, adhere to the designated time frame, allow for write-up within 6 calendar days of the last day of the survey and allow staff to write up deficiencies prior to any leaves. Repeated non-adherence to these mandated guidelines will result in team schedules being prepared by the Coordinator.
8. Each team is required to maintain a twelve-month average for the case load. This is monitored by the Coordinator, and the status of the average is conveyed on a monthly basis to the Supervisor of Inspections.
9. The Supervisor of Inspections, LTC, reviews the OSCAR report #9 on a monthly basis to determine the State average for surveys. Adjustments will be made as needed in order to assure compliance with the twelve-month average.

OFFICIAL

93-8-MA (NJ)

TN 93-8 Approval Date JUN 11 1997
Supersedes TN **New** Effective Date JAN 01 1993